

How to Develop an Individual Professional Development Plan (IPDP) For Educators Renewing a Level II License through the DOE Licensing Office

Introduction:

An Individual Professional Development Plan (IPDP) is a new requirement for educators seeking to renew their level II endorsement(s) through the Vermont Department of Education. The format of the IPDP is designed to guide educators as they reflect on their current circumstances and plan their career goals over the next seven years.

You will use the SMART goals format worksheet (available on this Web site), to develop three (3) specific and measurable goals that are relevant to your current circumstances and will enhance your career and the educational community at large.

You will design these goals around your personal and professional experiences, where you see a need or where you hold an ambition. You need to show, throughout the course of your three goals, how you meet the Five Standards for Vermont Educators (for a linked reference, see below), but you do not need to design a goal for each standard and you do not need to meet every standard with each goal.

You will then use the worksheet to plan the professional development that you will need to meet these goals.

Resources You Will Need in Hand:

I. Performance and Knowledge Standards of Your Endorsement: Before you begin, you will find it useful to have a copy of the performance and knowledge standards of your specific endorsement in hand. The performance and knowledge standards describe what you are expected to know and execute in the classroom. Using them as a reference will help you integrate the standards of your endorsement into your goals. The standards for your particular endorsement can be found at the Web address listed below:

http://www.state.vt.us/educ/new/html/licensing/regulations_endorsements.html#endorsements

*You must address at least one performance or knowledge standard of your endorsement area within at least one of your three goals. If you hold more than one endorsement, then you must address at least one performance or knowledge standard for each endorsement.

II. Five Standards for Vermont Educators: You will also need to access the Five Standards for Vermont Educators. You will need to refer to this to complete the chart on your IPDP work sheet. These Standards (PDF) can be found at the Web address listed below:

http://www.state.vt.us/educ/new/pdfdoc/pgm_prostandards/vsbpe/five_standards_03.pdf

The IPDP Form Contains Sections for the Following Steps:

Step One: Self-Assessment

A self assessment is a reflective statement that indicates where you are presently in your career and where you'd like to be in seven years. This is where you make your goals real to you.

For Example:

Are you currently teaching or working in an educational system? If so, how are the needs changing in your classroom, school, district, state? How does your endorsement tie in with those needs? How effective as an educator or administrator are you currently and how would you like to improve?

Are you currently home with children or working in another field altogether? Why is it important for you to maintain your license? How will you be able to hit the ground running when you return to the classroom?

If your three goals tie into one self assessment, you only need to do Step 1 once. However, you may need to do a separate self assessment for each goal. It depends on what you want to do over the next seven years.

Step Two: Develop SMART Goals

Specific: You will need to submit three goals. The goals need to be specific, measurable and easily documented. “I want to be a better math teacher” is a great goal, but it is not specific and cannot be measured. However, “I want to increase my ability to teach cooperative problem solving,” is specific and measurable. It is a goal that is easily documented through course transcripts or workshops certificates and your knowledge can be measured by grade reports or journaling.

Measurable: Describe how you will measure your *progress* in this section. How will you know that you’ve met your goal? Some ways of measurement might include your grade report for a course you took, before and after survey of a population of children or teachers, evaluation by an administrator or peer. This is not the section where you describe what you plan to do to meet your goal. That comes later.

Attainable: Describe the resources available to you that will make this goal possible. Do you have access to workshops or coursework? Is a learning community available to you that will support your goal?

Relevant: How is this goal relevant to education in general and your endorsement in particular?

Time-Bound: When do you plan to finish this goal? Is there a conference you plan to attend that will meet your goal within six months or will it take several years to be able to measure your progress?

Once you have designed your goals, now check to make sure that they meet the Five Standards for Vermont Educators and at least one of the standards for your specific endorsement.

Five Standards for Vermont Educators: Simply check which standard is met by the goal you’ve described on your worksheet. You need to address all 5 standards over the course of the three goals. In the two boxes where more than one principle is listed (professional knowledge and accountability), you will need to list the specific principle(s) contained within the standard addressed.

http://www.state.vt.us/educ/new/pdfdoc/pgm_prostandards/vsbpe/five_standards_03.pdf

Example:

Learning	Professional Knowledge	Colleagueship	Advocacy	Accountability
Principle 1	Principles 2 – 10 Which?	Principle 11	Principle 12	Principles 13 – 16 Which?
X	#3, #4			#14

Content Knowledge and Performance Standards Addressed: You must list at least one knowledge or performance standard specific to your endorsement over the course of the three goals. You do not need to do it for each goal.

http://www.state.vt.us/educ/new/html/licensing/regulations_endorsements.html#endorsements

If you hold more than one endorsement, you will need to list at least one knowledge or performance standard for each endorsement.

Steps three and four of the IPDP process are carried out during the seven-year licensing cycle.

Step Three: Plan Professional Development to Meet Your Goals (Resources for professional development are available at links listed in the resource section below.) This step is where you list how you plan to meet your goal. For example: what courses you plan to take, what committees you plan to chair or what article you plan to write.

Step Four: Implement Your Learning, Review Your IPDP, Reflect on Your Goals.

This section is completed in seven years, when you have met your goal and are preparing to submit your portfolio to the department.

If you become employed by an educational entity in Vermont that is served by a Local or Regional Standards Board, you must submit this IPDP to that board within six months of your employment. There are additional IPDP requirements for educators employed in a school, therefore, this IPDP will need to be amended.

Further Resources:

[*The Vermont Re-Licensing Process: A Reflection of Ongoing Professional Growth, A Handbook for Educators* \(PDF\)](#) is a resource available online. This document guides you through the re-licensing cycle which includes: self-assessment, development of goals, professional development, implementation of learning, reflection upon that learning, returning again to self-assessment. Particularly refer to Section Three (pages 14 – 23) “The IPDP, First Steps in Vermont’s License Renewal Process.”

Information on available resources for professional development can be found at:

[Professional Development: Resources & Information](#)

If you are not currently in a classroom and need a reference for current curricular expectations, you can use the Vermont Standards and Learning Opportunities that are being used in curriculum development throughout Vermont as a resource. You can locate them on the department’s Web site at <http://www.state.vt.us/educ/new/html/pubs/framework.html>